



City Council Policy #04 Filling Council Vacancy

Date Approved: November 1, 2021
Dates Amended: 12/18/2023

Should a vacancy occur in the office of councilmember by death, resignation, or otherwise, the City Council of the City of Kirksville is tasked with filling that vacancy by selecting a successor who shall serve until the next regular election. This authority is found in the Revised Statutes of Missouri (RSMo) 78.460. To ensure an open process, the City Council has determined that an application process, open to all eligible citizens of Kirksville, is the fairest, and most reasonable approach to identifying the individual the City Council wishes to entrust to representing and working for the Kirksville citizens.

Regardless of when the vacancy occurs, the City Council will work to fill the vacancy as required by RSMo 78.460.

The City Clerk will begin the process of solicitation by placing a notice on the City's website, and other City of Kirksville communication resources. The City Clerk will determine the amount of time in which to solicit applications, with a minimum advertising period of two weeks. To be eligible for consideration, all applicants must file a Statement of Interest as required by RSMo 78.530.

I. STATEMENT OF INTEREST/ ELIGIBILITY

- A. Must have been an inhabitant of the City of Kirksville for one year preceding the last municipal election;
- B. Must be at least 21 years of age before appointment;
- C. Must be a citizen of the United States;
- D. Must be a qualified voter;
- E. Must not be delinquent in the payment of any City or State taxes or fees referred to in RSMo 155.306;
- F. Must not be found guilty to a felony misdemeanor under federal laws of the United States of America; and
- G. Must not have been found guilty of a felony under the laws of Missouri.

II. APPLICATION PROCESS

- A. Interested citizens must complete the [application form](#).
- B. Upon completion of the application, interested citizens must make an appointment with the City Clerk during regular business hours to turn in said application and complete a [Statement of Interest](#) form.

- C. Once the deadline for submission has passed the City Clerk will present each City Councilmember the submitted applications, and applicable [ranking form](#).
- D. The City Council will individually complete their evaluations; submitting a ranking form for each applicant to the City Clerk, responsible for compiling the results.
- E. The top-rated applicants, up to three, will be presented to the City Council, who will invite each applicant to prepare a response on a current topic of community interest. Each applicant will be given a date and time in which they will be asked to make a formal presentation to the City Council. This presentation will be open to the public and made available on the City's YouTube channel.
- F. The applications of the top-rated applicants, along with the presentation topic will be made available on the City's website for the community to review. Citizen comments may be sent to the City Council at <https://www.kirksvillegity.com/p/contact-the-council>.
- G. The evening of the presentation, a random draw will determine the order of the presentation. Each applicant will be allocated up to thirty (30) minutes for the presentation (the manner of presentation is up to each applicant), question period, and closing remarks. Allocation of time for each is as follows: Presentation – up to ten (10) minutes; City Council Questions – up to ten (10) minutes; Community Questions and Comments – seven (7) minutes; Applicant Close – three (3) minutes.
- H. The three (3) minute Applicant Close will be conducted after all presentations, questions, and comments in the order determined from the random draw to allow each Applicant the opportunity to respond to questions, comments, and present closing remarks to the City Council.
- I. Upon the completion of the presentations, the City Council may choose to open up the process to allow for additional public input.
- J. The evening will conclude with the action of the City Council to either make an appointment or postpone an appointment to the next City Council Meeting.
- K. Based on the action of the City Council, the selected applicant will be sworn in at the next City Council meeting and serve in this appointed capacity, until the results of the next Municipal Election are certified.



Administration
ATTN: City Clerk
201 S. Franklin
Kirksville, MO 63501
Phone: 660.627.1225
wcagle@kirksvillecity.com

City Council Application

Due to the death, resignation, or otherwise, the City Council of the City of Kirksville is tasked with filling that vacancy by selecting a successor who shall serve until the next regular election. This authority is found in the Revised Statutes of Missouri (RSMo) 78.460. To ensure an open process, the City Council has determined that an application process, open to all eligible citizens of Kirksville, is the fairest, and most reasonable approach to identifying the individual who the City Council wishes to entrust in representing and working for the Kirksville citizens.

Statement of Interest/Eligibility: 1 - Must have been an inhabitant of the City of Kirksville for one year preceding the last municipal election; 2 - Must be at least 21 years of age prior to appointment; 3 - Must be a citizen of the United States; 4 - Must be a qualified voter; 5 - Must not be delinquent in the payment of any City or State taxes or fees referred to in RSMo 155.306; 6 - Must not be found guilty to a felony misdemeanor under federal laws of the United States of America; and 7 - Must not have been found guilty of a felony under the laws of Missouri.

Application Submission: Upon completion of the application, interested citizens must then make an appointment with the City Clerk during regular business hours to turn in said application and complete a Statement of Interest form. Applicants should note that the City Clerk must witness your submission. Appointments to meet with the City Clerk can be made by calling 660.627.1225 or email wcagle@kirksvillecity.com. Applicants are encouraged to request a delivery receipt to ensure the email was received by the City Clerk.

APPLICATION FOR CITY COUNCIL

(attach additional sheets if necessary and clearly label)

Name: _____

Email: _____

Address: _____ City: _____

Daytime Phone: _____ Evening Phone: _____

Are you available to attend evening meetings? (1st, 2nd, 3rd Mondays) Yes No

Are you available to attend daytime meetings? Yes No Lunch Only at: _____ am/pm

How frequently are you willing to be available for meetings? Less than Monthly Monthly More than Monthly

1. Civic and Volunteer Experience:

2. Why do you wish to serve on the City Council?

3. Skills or knowledge you possess that will assist you in serving the Citizens of Kirksville:

4. Do you have any business, property, or familial interests that might place you in a conflict of interest situation if appointed to the City Council?

5. What top three issues are you interested in addressing and why?

6. As specific as possible, if selected to serve on the City Council, what would be your top priority, and what steps would you take to accomplish this priority during this temporary appointment?

If you are selected you will be asked to take the following Oath of Office: Are you willing to affirm the following:

I, _____, do solemnly swear, that I will support the Constitution of the United States, and of the State of Missouri, the provisions of all laws of the State of Missouri affecting Cities of the Third Class, and the Ordinances of the City of Kirksville, and I will faithfully demean myself in the office of Councilmember for which I was appointed on the _____ day of Month, Year.

[Submit Form to Wanda Cagle, City Clerk](#)

CANDIDATE: _____

City Council Eligibility Requirements:

- Yes / No – Inhabitant of the City of Kirksville for one year preceding the last municipal election
- Yes / No – Must be at least 21 years of age prior to appointment
- Yes / No – Must be a citizen of the United States
- Yes / No – Must be a qualified voter
- Yes / No – Must not be delinquent in the payment of any City or State taxes or fees
- Yes / No – Must not be found guilty to a felony misdemeanor under federal laws of the United States
- Yes / No – Must not have been found guilty of a felony under the laws of Missouri

- Yes / No – Potential conflicts of interest

Please circle the number that best represents your opinion of how well this applicant's answers represent the needs of the Council:

	Not Well									Well
Civic/Volunteer Experience	1	2	3	4	5	6	7	8	9	10
Desire/Reasons to Serve	1	2	3	4	5	6	7	8	9	10
Skills / Knowledge	1	2	3	4	5	6	7	8	9	10
Ability to Communicate Interest and Focus	1	2	3	4	5	6	7	8	9	10
Overall Impression	1	2	3	4	5	6	7	8	9	10

Total Score: _____

Initial Ranking: _____

Reviewer Comments: